

**Version 2**

July 2020

# NAVAIR COVID-19 Reset Framework





# NAVAIR COVID-19 Reset Framework

Just a few months ago, the novel coronavirus (COVID-19) was an unknown illness spreading overseas at an alarming pace. All that changed in a matter of weeks, forcing us to pivot our energies to scale up remote operations and protect our people from an invisible, formidable threat.

Since then, we have identified and resolved countless barriers to mission success. We accelerated the implementation of new and innovative business approaches that have increased our organizational agility and responsiveness. By using digital tools, we learned a great deal about collaboration, human interaction and communication, which underscores our need to accelerate digital transformation, particularly in today's rapidly changing environment.

The lessons we learned from this crisis will serve us well in laying a foundation for a more digitally connected workplace. Your resolve, resiliency, agility and innovation in the face of a global pandemic the world has not experienced in more than 100 years will be an example to others for years to come. I am honored to be a part of this team.

We have made considerable progress, but we still have a lot of work to do. We cannot let our guard down. This *COVID Reset Framework* describes the next phase of operations for the NAVAIR team. It reflects a systematic and measured approach that prioritizes the health and safety of all employees, whether in physical workspaces or distributed working environments, in the weeks and months ahead. It also satisfies gating criteria and preparedness responsibilities as part of our three-staged opening process, where state and local phasing assessments and conditions will inform operating decisions.

The *Reset Framework* provides guidelines and information to help execute command- and site- specific plans for returning to on-site operations and new operating environments.

Thank you for your extraordinary dedication, patience and resilience during this exceptionally challenging time in our nation's history. I am confident we will emerge from this crisis a stronger NAVAIR team. Stay healthy, stay safe and keep delivering outstanding support to our Warfighters

With great respect,

A handwritten signature in black ink, reading "Garry H. Newton", written over a horizontal line.

**Garry Newton**  
Deputy Commander, Naval Air Systems Command



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## Changes to Document

Date	Change
<b>26 June</b>	Updated Official and Personal Travel Section to reflect guidance from DoD on “bubble-to-bubble” travel
<b>1 July</b>	Updated Official and Personal Travel Section to reflect guidance from Secretary of Defense Mark Esper exempting leave travel restrictions from COVID-19 for military personnel ( <i>Exemption of Authorized Leave for Department of Defense Service Members from Corona virus Disease 2019 Personnel Movement and Travel Restrictions Memorandum</i> )
<b>6 July</b>	Updated guidance on face covering use and dividers throughout document



## SECTION 1 – Reset Framework

In accordance with the national *Guidelines for Opening Up America Again* and related Department of Defense and Department of the Navy guidance, NAVAIR is transitioning from a quarantine state to a new operating environment in a three-stage approach. The increase of on-site operations is accomplished through a strategic, controlled and measured approach that prioritizes workplace safety and health while meeting preliminary state and regional “gating criteria.”

This document provides a framework for resuming normal operations across the NAVAIR Enterprise as a whole. Local conditions and facility preparedness are a driving factor in our reset efforts. The stages outlined below provide guidelines that can be used to determine if a command should advance in its reset efforts. Locally, commands can make tailored operating and mission-specific decisions when forming their local plans.

Each stage describes expectations for facility capacity and cleanliness requirements, workforce hygiene and protective equipment areas. Sites may advance to the next stage as long as they meet defined entry conditions. HPCON statuses will continue to be a factor in our approach.

**Stage: Maximum Distributive Work/Telework.** This stage requires maximum distributed work/telework across the NAVAIR Enterprise and limits the on-site workforce to those required to perform mission-critical and mission-essential activities. Policies that outline facility cleanliness and disinfection standards are in place. To advance from this stage, states and local regions surrounding the installation must meet specified gating criteria: a 14-day steady decline in documented COVID-19 cases and influenza-like illnesses, the ability to conduct specified testing levels and sufficient hospital capacity.

STAGE Maximum Distributive Work/Telework  Mission-Critical & Mission-Essential Activities  Installation Status  <b>HPCON C</b>  <u>Limited number of facilities are prepared for higher occupancy</u>	Facility Capacity	Facility Hygiene Requirements	Employee Hygiene & Protective Equipment
	Minimal number of employees necessary to complete mission-critical and mission-essential activities  Minimal visits by remaining workforce for mission-essential activities, with supervisor coordination  <b><i>Supervisors confirm mission-critical high-risk and special populations</i></b> , and alternate work plans are in place  Supervisors and employees discuss <b><i>home issues preventing on-site work.</i></b>	<i>Status quo (no criteria to enter stage)</i>  Actions currently in place for occupied spaces include: <ul style="list-style-type: none"><li>• Daily self-screening posters displayed at all facility entry points</li><li>• Common areas closed or restricted</li><li>• Contracted cleaning areas identified</li><li>• Required cleaning supplies in place for occupied spaces</li></ul>	<i>Status quo (no criteria to enter stage)</i> <ul style="list-style-type: none"><li>• Issue limited PPE</li><li>• Implement face covering use and guidance</li><li>• Position cleaning and disinfecting supplies</li></ul>



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**Stage: Initial Relaxing from Maximum Distributive Work/Telework.** This stage allows a segment of the workforce to return on-site to perform work activities that could not be accomplished under the maximum distributed work/telework restrictions. Most personnel, including those who are high risk, will continue distributed work/telework. Facility cleanliness and disinfection standards and policies are in place, and the workforce has access to cleaning materials and protective equipment, such as face coverings. To advance from this stage, states and regions must meet specified gating criteria: the state and region must have a second 14-day steady decline in documented COVID-19 cases and influenza-like illnesses and meet specified testing levels.

STAGE: Initial Relaxing from Maximum Distributive Work/ Telework	Facility Capacity	Facility Hygiene Requirements	Employee Hygiene & Protective Equipment
<p>Prior stage guidelines, plus on-site work priorities that could not be accomplished in prior stage</p> <p>Installation status</p> <p><b>HPCON C/B</b></p> <p><u>Increasing number of facilities prepared for higher occupancy</u></p>	<p>Supervisors provide expected space footprints for workdays, approved by group director, ensuring:</p> <ul style="list-style-type: none"> <li>Returning personnel <b>will not exceed 10 people</b> per enclosed room. See local guidance for additional information.</li> <li>Returning personnel will be able to maintain a six-foot separation and have sufficient physical barriers</li> <li>Face coverings must be worn in common areas and in personal work spaces if six feet of distance cannot be maintained</li> </ul> <p><b>Supervisors confirm high-risk and special populations</b></p> <ul style="list-style-type: none"> <li>Full-time telework plans identified and agreements in place</li> </ul> <p>Supervisors and employees discuss <b>home issues preventing on-site work</b>.</p> <ul style="list-style-type: none"> <li>Supervisors identify full-time telework plans</li> <li>Command and supervisors maintain awareness of dependent care external factors</li> </ul>	<ul style="list-style-type: none"> <li>Daily self-screening posters displayed at all facility entry points</li> <li>Buildings identified by group directors and facility managers have temperature self-check stations at entry points</li> <li>Common areas closed or restricted</li> <li>Hygiene stations identified for each facility</li> <li>Contract cleaning areas identified</li> <li>Hand sanitization stations available in locations where hand washing is impractical</li> <li>Required cleaning supplies available</li> <li>Supervisors identify or have been notified of necessary employee-assisted cleaning requirements</li> </ul>	<ul style="list-style-type: none"> <li>Employees receive command-issued cloth face coverings</li> <li>Cleaning supplies for employee workspaces identified, and a 30-day supply is on hand</li> <li>Employee-assisted cleaning areas identified and instructions communicated</li> </ul>



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**Stage: Transition.** This stage allows for further relaxation of maximum distributed work/telework and increases the number of employees and contractors permitted to perform on-site work activities that could not be accomplished in the “Initial Relaxing from Maximum Distributive Work/Telework” stage. Supervisors will assess and update the work status for high-risk employees and those with home issues, e.g., child care, on a case-by-case basis. Facility cleanliness and disinfection standards and policies are in place, and cleaning supplies are available to the workforce. Larger in-person gatherings may be authorized at the group level, in accordance with local state, county and regional social distancing guidance. Commands can tailor their face covering policies. To advance from the “Transition” stage to the next stage, “A New Operating Environment,” the state and region must meet specified gating criteria: the state and region must have a third, 14-day steady decline in documented COVID-19 cases and influenza-like illnesses and meet specified testing levels.

STAGE: Transition	Facility Capacity	Facility Hygiene Requirements	Employee Hygiene & Protective Equipment
<p>Initial Relaxing from Maximum Distributive Work/Telework stage, plus on-site work priorities that could not be accomplished in that stage</p> <hr/> <p>Installation Status</p> <div data-bbox="224 1255 370 1369"> <p>HPCON B</p> </div>	<p>Recommendations for greater than 10-person gatherings may be relaxed</p> <p>Supervisors provide expected workspace footprints, approved by group directors, that meet relaxed guidelines</p> <p><b>High-risk and special populations</b> (same as the “Initial Relaxing from Maximum Distributive Work/Telework” stage)</p> <ul style="list-style-type: none"> <li>Assess and update, informed by CDC guidance, regularly</li> </ul> <p><b>Home issues</b> (same as the “Initial Relaxing from Maximum Distributive Work/Telework” stage)</p> <ul style="list-style-type: none"> <li>Assess and update, informed by guidance, regularly</li> </ul>	<p>Same as the “Initial Relaxing from Maximum Distributive Work/Telework” stage, except sufficient supplies are on hand for expected daily occupancy</p> <p>Command has evaluated and assessed if an update to face covering policies is required and has consulted with higher headquarters</p>	<p>Same as the “Initial Relaxing from Maximum Distributive Work/Telework” stage, except sufficient supplies are on hand for expected daily occupancy</p>





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**Stage: New Operating Environment.** This stage marks the entry into NAVAIR's new operating environment and can be implemented after meeting specified gating criteria a fourth time: a 14-day steady decline in documented COVID-19 cases and influenza-like illnesses and meeting specified testing levels. At this stage, staffing of worksites is unrestricted, the number of meeting participants is unlimited, all common areas in government facilities are open and eating areas can resume full service. Refer to the *Guidelines for Opening Up America Again* for more information.

<b>STAGE:</b> <b>New Operating Environment</b>  Command Operations under reset conditions  <hr/> <b>Installation Status</b>  <div> <div>HPCON</div> <div>A/O</div> </div>	Facility Capacity	Facility Hygiene Requirements	Employee Hygiene & Protective Equipment
	No health restrictions for capacity of the building  <i><b>High-risk and special populations</b></i> informed by lessons learned from prior stages and new guidance  <i><b>Home issues</b></i> informed by lessons learned from prior stages and new guidance	Informed by lessons learned from prior stages and new guidance	Informed by lessons learned from prior stages and new guidance

During each stage, NAVAIR leaders will continue to monitor on-site regional and local conditions for cases of resurgence. Locations may need to regress if there is a resurgence of cases.

This staged re-entry model helps NAVAIR meet its mission during a time of uncertainty and disruption, allows the command to assess how to maximize its effectiveness and incorporates lessons learned from each stage. It also provides a course of action if a second wave of infection occurs. Echelon III and IV Commanders may approve waivers to the entry criteria, as long as they are consistent with specific state, local and Navy regional guidance.

The extensive use of distributed work/telework during the pandemic is both an outcome and an opportunity to optimize resources and physical workspaces. Using more digital technologies enables increased collaboration and reduces the need for travel. This will help us expand classified, source selection and laboratory spaces and reduce facility costs by phasing out leased spaces and eliminating inadequate or outdated infrastructure.

For frequently asked questions, visit <https://myteam.navair.navy.mil/corpapps/NAVAIRComm/COVid-19/Pages/Reset.aspx>





## SECTION 2 – Health and Hygiene

Both individual and organizational vigilance is critical to maintaining the health and safety of the workforce and reducing the spread of infection. The health and well-being of our workforce is a top priority as we resume on-site operations with increased numbers of personnel. NAVAIR health protocols and guidelines have been developed according to guidance from the Centers for Disease Control (CDC), Office of Personnel Management (OPM), DoD, DoN and the Navy Bureau of Medicine and Surgery (BUMED) and in consultation with local safety and health experts.

Military members, civilians, contractors and visitors are required to self-monitor for symptoms identified in the *NAVAIR COVID-19 Questionnaire*. In some locations, health screening measures will include taking each person's temperature before allowing building access. Individuals who display symptoms or who have a temperature above 100°F will not be permitted access. At smaller venues, employees will assess themselves using the *NAVAIR COVID-19 Questionnaire*. Access is either granted or denied (with instructions to contact supervisor) based on answers and temperature. Employee information will **NOT** be retained. Anyone exhibiting any symptoms should stay at home, contact his or her supervisor and consult a healthcare professional.

Employees should look for the following symptoms:

- ☐ Fever
- ☐ Cough (*not because of allergies*)
- ☐ Sore throat
- ☐ Shortness of breath
- ☐ Loss of taste or smell

NAVAIR **REQUIRES** all individuals to wear a face covering that covers the mouth **AND** nose when entering and moving throughout NAVAIR facilities. Face coverings are **MANDATORY** in all common areas, passageways, stairways, restrooms, elevators and any shared workspace, such as conference rooms, laboratories, range control rooms and prototyping or manufacturing facilities. According to the CDC, face coverings are one of the most effective ways to stop infections when worn properly. In addition, our experience with infection rates across the NAVAIR team shows face coverings have reduced the spread of infection on-site.

NAVAIR is continuously updating and refining its response to the COVID-19 pandemic. As of July 1, employees may remove their masks only if they are working in spaces with dividers that are 65 inches or higher (e.g., work areas with installed partitions, polycarbonate/Plexiglas, tempered glass, sneeze guards, cubicles with walls, private offices, or separated by six or more etc.). Employees should continue to practice social distancing (keeping six feet or more from their nearest coworker) even under these circumstances. If dividers are not available in a workspace, supervisors should continue maximum distributed work/telework and/or schedule flexible work hours (e.g. staggered shifts) to maintain social distancing.

Reusable face coverings are being distributed to every military member, civilian employee and on-site contractor and are available from supervisors. If you choose to provide your own, it must:

- Fit snugly but comfortably against the side of the face



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- Allow for breathing without restriction
- Be secured with ties or ear loops
- Be made of multiple layers of fabric through which you can still breathe
- Be hand-washed or laundered without causing damage or change to shape
- Cover beards and mustaches
- Not cover the entire face, like a ski mask

Good personal hygiene is another requirement to curtail the spread of infection. The CDC recommends individuals:

- Wash hands frequently with soap and water for at least 20 seconds, or use at least 60% alcohol-based hand sanitizer
- Avoid touching their face
- Cover coughs/sneezes with a tissue or the inside of the elbow, not hands

Civilians, military members and on-site contractors will clean their personal workspaces (desks, keyboards, mice, telephones and other work surfaces) before **AND** after completing work each day with sanitization wipes, sprays and dispensers and other cleaning supplies and disinfectants located throughout their buildings. Supervisors may specify additional cleaning times. Employees are also advised to declutter workspaces for easier and more thorough cleaning and maintain a personal supply of commonly touched items, such as pens.

Contracted janitorial services will disinfect frequently touched surfaces in all common areas: doorknobs, handles, light switches, handrails, countertops, vending machines, kitchen appliances and elevators. Supervisors will assess the areas that the contracted cleaning personnel do not cover and will assign appropriate cleaning responsibilities to employees, who will use cleaning supplies provided by the commands. Employees are responsible for cleaning and disinfecting their personal work areas and cleaning assigned team areas.

Individuals who need reasonable accommodations as alternatives to cloth face coverings (e.g., face shields for co-workers to allow for lip reading) should discuss requirements with their supervisors.

Social distancing requirements **MUST** be practiced in all NAVAIR facilities:

- work a rotating on-site schedule, as specified by supervisors
- maintain a separation of six feet or more from others
- limit face-to-face meetings to only those necessary to accomplish a specific function or task, even when all parties to the meeting are on-site
- limit the number of participants in face-to-face meetings in accordance with local policies
- require each individual attending in-person meetings to wear a face covering over their mouth **AND** nose

Safety training is available via NAVAIR University for all military members, civilians and on-site contractors at <https://navairu.navair.navy.mil/#classes?q=8895>. Failure to comply with COVID-19 health protocols endangers your co-workers. Just like any other violation of safety protocols and procedures, individuals who do not adhere to the procedures and requirements set by the command may be subject to disciplinary action. Each of us must do our part to maintain the health of our workforce.

For frequently asked questions, visit <https://myteam.navair.navy.mil/corpapps/NAVAIRComm/COVid-19/Pages/Reset.aspx>



## SECTION 3 – Distributed Work/Telework

As long as there is COVID-19 community transmission, and the majority of the population lacks immunity, distributed work/telework will remain in effect to the greatest extent possible to minimize the transfer of COVID-19 in workspaces.

The use of distributed work/telework helps ensure continuity of operations by allowing eligible employees to work at alternate locations. Throughout the reset plan, employees should work with their supervisors to review and refine distributed work/telework agreements.

Distributed work/telework is only successful if employees have the appropriate equipment and technologies required to complete their assignments and safeguard information at their location. Each command will work, via supervisors, to ensure employees have the equipment and technology needed to execute their work.

While maximum distributed work/telework is authorized, some projects and tasks require on-site efforts. Local commands will determine what work needs to be accomplished, how it will be executed and the resources it requires.

The requirement to perform work on-site is a function of the demand signal from supported activities and an assessment of the required activities, equipment and special facilities necessary to complete the required tasks, e.g., special equipment, classified or secure environments, etc. Customer work demands are also factored into requirements for on-site tasks.

Supervisors will notify employees concerning the need for on-site work. Each determination is condition-based and/or geographically dependent. Government requirements for on-site work by contractors will be communicated via the contracting officer or contracting officer's representative (COR) to the company's contract manager. Employees who wish to return to a NAVAIR facility must first consult their supervisors.

Under the OPM/OMB guidance, *Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again*, agencies must continue to maximize distributed work/telework flexibilities specifically for workers within those populations whom the CDC has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Complications) and for CDC-identified special populations (listed in the table below). Personnel in these categories should identify their issues to their supervisors as soon as possible, and supervisors should take those issues into consideration in their return to work plans. Additionally, for employees who have personal/family issues listed in the table, supervisors should consider new work arrangements and factor in operational constraints and employee needs. Employees are encouraged to use leave as needed to balance work and personal responsibilities. Local commands are authorized to execute restored leave, as appropriate. For example, mission critical employee had scheduled leave cancelled due to emergent work requirements, 40 hours restored due to exigency of public business.



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High-Risk Employees	Personal or Family Issues
<p><b>Age (65 and older)</b></p> <p><b>Underlying medical conditions, particularly not well controlled, such as:</b></p> <ul style="list-style-type: none"><li>• Chronic lung disease</li><li>• Moderate to severe asthma</li><li>• Serious heart conditions<ul style="list-style-type: none"><li>- Immunocompromised (e.g., cancer treatments, HIV/AIDS, organ transplant, etc.)</li><li>- Severe obesity (&gt;40 BMI)<ul style="list-style-type: none"><li>• Diabetes</li><li>• Chronic kidney disease</li></ul></li></ul></li></ul> <p><b>Other occupations who may need extra precautions, as defined by the CDC*</b></p> <ul style="list-style-type: none"><li>• Pregnancy or breastfeeding</li><li>• People with disabilities where the healthcare provider has determined the employee is at risk</li></ul>	<p><b>Dependent Caregivers</b></p> <ul style="list-style-type: none"><li>• Caretakers of children who would normally be in school and/or daycare</li><li>• Caregivers of dependent immediate family members (parents, siblings, etc., living in the employee's home)</li></ul> <p><b>Mass Transit Issues</b></p> <ul style="list-style-type: none"><li>• Limited or zero access to public transportation</li></ul> <p><b>Lives with High-Risk Family Member</b></p> <ul style="list-style-type: none"><li>• Employee living in the same home as with a family member classified as high risk</li></ul>
*Examples. Refer to CDC for guidance on other populations who may need to take additional precautions.	

Once on-site, group leads, Program Executive Officers and program managers will ensure compliance with COVID-19 health protocols.

For frequently asked questions, visit  
<https://myteam.navair.navy.mil/corpapps/NAVAIRComm/COVid-19/Pages/Reset.aspx>



## SECTION 4 – Official and Personal Travel

### Official Travel

#### UPDATED 1 July 2020

On June 29th, Secretary of Defense Mark Esper issued a memorandum exempting leave travel restrictions from COVID-19 for military personnel. Authorized leave outside local areas may be approved at a level no lower than the unit commander or equivalent. On the same day, Naval District Washington installations, including NAS Patuxent River and Webster Outlying Field (WOLF) in Southern Maryland, transitioned from HPCON Charlie to Bravo in response to declining COVID-19 transmissions in the National Capital Region. They are the first NAVAIR facilities in CONUS to advance to a lower HPCON status.

Along with the May 22 memo from the Secretary of Defense that transitioned DoD from a stop-movement posture to a conditions-based, phased approach for personnel movement and travel, these are the initial steps toward the return to normal activities. Conditions are constantly changing and HPCON statuses will be continued to be aligned with local conditions state and regional gating criteria.

Until further guidance is issued, previous stop movement orders for civilian personal travel outside the local area are still in effect. Commanders, supervisors and travelers should stay up-to-date on local policies and procedures, and be flexible in their travel plans using the information provided in this document as a resource and decision guide.

The easing of restrictions means more of us will start to venture beyond our local communities. Remember, NAVAIR Enterprise is in this for the long haul and each of us have a personal responsibility to support the well-being of the workforce. All members of the workforce are reminded that they should continue to be vigilant and follow CDC guidelines.

NAVAIR follows DoD, DoN and other federal guidance related to official government-funded travel. On May 22, the Secretary of Defense issued a memo transitioning DoD from a stop-movement posture to a conditions-based, phased approach for personnel movement and travel. Commanders and supervisors authorizing travel will maintain awareness of the facilities and locations, per guidance in NAVADMIN 168/20. The Navy uses a system called Advana, a platform developed and maintained by the DoD that provides live updates on current infection cases, testing capacity, beds, personnel, supplies and logistics, and associated data for most cities, states, territories and overseas host nations. It also includes military installations and facilities and tracks which locations the Navy has opened for personnel movement and travel (green status means “yes”) and which locations remain under a stop movement (red status means “no”). Employees can access Advana at <https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>.

Official travel will be governed by guidance for “bubble-to-bubble” (from one area/installation to another) travel and conditions at the departing and visited sites. Personnel arriving at NAVAIR locations or other NAVAIR permanent duty stations will be screened for COVID-19 using the *NAVAIR COVID-19 Screening Questionnaire*. Personnel should also expect to be screened before being allowed entry to



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other DoD facilities. Travelers to other DoD facilities, especially when leaving from or transiting through high-risk areas, may need to plan for up to 14-day restriction of movement, unless bubble-to-bubble travel can be maintained. Supervisors can use the *Guidance for Official Travel* and the *Bubble-to-Bubble Travel Entry Authorization Form* to validate the employee's adherence to the bubble-to-bubble travel protocol and to apply appropriate restrictions or authorization for entry.

Defense activities may have additional entry requirements, depending on local conditions. Travel and restriction of contractor personnel to and from NAVAIR facilities will be treated in a manner consistent with NAVAIR personnel, because the safety of our work community relies on a uniform application of risk mitigation and risk acceptance measures.

NAVAIR site supervisors should take the following steps to enact the bubble-to-bubble transfer:

- Visited site supervisor is responsible for validating the host command's bubble-to-bubble protocol is being met.
- Departing site supervisor will forward the results of the COVID-19 screening to the visited site supervisor and brief personnel on actions listed in *Guidance for Official Travel* based on mode of travel and CDC guidelines on social distancing, sanitation and hygiene.
- Visited site supervisor will screen all arriving personnel to validate they have adhered to the bubble-to-bubble travel protocol and to apply appropriate restrictions or authorization for entry.

Individuals who are traveling to another service, contractor or fleet site should check with their location's point of contact concerning local policies and procedures.

- Unrestricted travel may resume between locations when green location criteria have been met at both the state and local installation level. However, while travel may be approved as unrestricted based on the departure and arrival locations both reflected as green, the risk of COVID-19 exposure may still exist during transit. Travel planners and travel approvers should review travel to ensure appropriate health protection measures are implemented, including ROM, if warranted. This includes considering factors such as airport connections for air travel, rest stops for travel by vehicle and leave/liberty en route. Employees should continue to monitor for updates to travel restrictions, as the COVID-19 pandemic still presents a risk.

Personnel involved with planning and approving official travel should read and be familiar with NAVADMIN 168/20. Before issuing a set of TDY orders, travel planners and approvers should review the MyNavy Portal at <https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>.

**Note:** Stop movement orders for locations that have not met these criteria are still in effect. The authority to approve or deny stop movement waivers has been delegated to the NAVAIR Commander, who has further delegated the authority to the first flag officer or SES or equivalent in the chain of command. Those who travel to a high-risk CONUS or OCONUS area for official travel may be required to quarantine for up to 14 days before entering government facilities. Because conditions are constantly changing, personnel who travel to or through high-risk areas should communicate frequently with their supervisors and visited site POCs.



## Personal Travel

As per Secretary of Defense Mark Esper's June 29th, memorandum, military personnel are authorized leave outside local areas subject to approval at a level no lower than the unit commander or equivalent.

Guidance on civilian personal travel outside of the local area is still maturing. This document will be updated once guidance is released. Until then, previous stop movement orders for personal travel are still in effect.

Civilians and on-site contractors are reminded that if they travel to high-risk areas, they may be restricted from entering NAVAIR facilities for up to 14 days after their return. To maintain workforce health, civilians and on-site contractors must notify their supervisors (or government CORs, if contractors) if they have left the local travel area before entering a NAVAIR facility. Additional guidance is available in the *NAVAIR Supervisor COVID-19 Safety Handbook*. Questions or concerns should be directed to your supervisor.

For frequently asked questions, visit  
<https://myteam.navair.navy.mil/corpapps/NAVAIRComm/COVid-19/Pages/Reset.aspx>





## Guidance for Official Travel

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**Personnel should take every opportunity to practice social distancing at all times during travel.**

### A: Mode of Travel: Automobile

Employees departing via automobile (rental/POV) should do the following:

1. Do not use commercial taxi or other public transportation services to go from hotel to rental car location.
2. Avoid close contact with other individuals when picking up a rental vehicle.
3. Wash hands or use hand sanitizer upon completion of transaction before entering vehicle.
4. Wipe down the interior of the car.
5. Minimize contact with others (social distance) by stopping only when necessary. When making stops, take appropriate hygiene and sanitation measures. Examples of social distancing and hygiene practices are:
  - a. wiping down handles on gas pumps
  - b. washing hands or using hand sanitizer after stops before re-entering vehicle
  - c. using drive-through restaurant services
  - d. selecting bathrooms in low volume areas (rest areas along interstate highways are typically high volume areas)
  - e. avoiding close contact with others
6. Avoid close contact with others when dropping off the rental vehicle.
7. After arriving at the final destination (personal residence), follow CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/protect-home.html> for sanitizing self and home
8. When returning to work, call your supervisor to conduct a screening via phone, to include details of stops and social distancing practices used during travel. If the employee has maintained social distancing and hygiene practices during travel, the employee can return to work. Otherwise, the employee will be quarantined for 14 days and be placed on distributed work/telework.

### B: Mode of Travel: Commercial Transportation

Employees departing via commercial air/train/bus should do the following:

1. Avoid use of commercial taxi or other public transportation services to go from hotel to departure location.
2. Take every precaution to isolate and minimize contact with others while traveling through an airport, bus/train station.
3. Minimize contact with others (social distance) by engaging with others only when necessary. Take appropriate hygiene and sanitation measures. Examples of social distancing and hygiene practices are:
  - a. washing hands or using hand sanitizer frequently
  - b. selecting bathrooms that are not in high volume areas



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- c. avoiding close contact with other individuals
  - d. sanitizing the area you will occupy while traveling. (i.e., wiping down seats)
- 4. Avoid use of commercial taxi or other public transportation services to go from arrival location to home.
- 5. After returning to the final destination (personal residence), follow CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/protect-home.html> for sanitizing self and home.
- 6. When returning to work, call your supervisor to conduct screening via phone to provide details of stops and social distancing practices employed during travel. **The employee will self-quarantine for 14 days, regardless of measures taken, and be placed on distributed work/telework.**

C: Mode of Travel: Military Air - CONUS

If an individual is departing via military transport, then the installation providing flight services has established screening protocols (i.e., is considered a bubble). The following guidelines are applicable to travel to and from a military flight location.

- 1. Do not use commercial taxi or other public transportation services to go from the hotel to the installation providing flight services.
- 2. Complete screening for entry into the installation. Advanced understanding of the installation's screening process can reduce time and make the boarding process more efficient.
- 3. Minimize contact with others (social distance) by engaging with others only when necessary. Take appropriate hygiene and sanitation measures. Examples of social distancing and hygiene practices are:
  - a. washing hands or using hand sanitizer frequently
  - b. selecting bathrooms that are not in high volume areas
  - c. avoiding close contact with other individuals
- 4. Do not use commercial taxi or other public transportation services from arrival location to home.
- 5. After arriving at your final destination (personal residence), follow CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/protect-home.html> for sanitizing self and home.
- 6. When returning to work, call your supervisor to conduct screening via phone, to provide details of stops and social distancing practices employed during travel. If the employee has maintained social distancing and hygiene practices during travel, the employee can return to work. Otherwise, the employee must be quarantined for 14 days and be placed on distributed work/telework.



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## BUBBLE-TO-BUBBLE TRAVEL AUTHORIZATION FORM

I, \_\_\_\_\_ have travelled outside my authorized local travel radius on the date of \_\_\_\_\_ for work-related purposes. During my travel outside my authorized local travel radius, I confirm I followed the Bubble-to-Bubble Travel Protocol, as follows, by checking all required boxes:

- ☐ Screened for COVID-19 (**Enclosure 1 – NAVAIR COVID-19 Screening Questionnaire**)

### QUESTIONNAIRE

1. Traveled via personal or rental of privately owned vehicle:
  - ☐ **DID NOT** use commercial taxi or other public transportation
  - ☐ avoided close contact with other individuals if picked up a rental vehicle
  - ☐ washed hands or used hand sanitizer upon completion of transaction before entering vehicle, if rented a vehicle
  - ☐ wiped down interior of the car before using
2. Minimized contact with others by stopping only when necessary. When making stops, took appropriate hygiene and sanitation measures, including
  - ☐ wiped handles on gas pumps
  - ☐ washed hands or used hand sanitizer after stops before re-entering the vehicle
  - ☐ used drive-through restaurant services
  - ☐ when stopping at restrooms, selected bathrooms that were not high-volume areas
  - ☐ avoided close contact with others
3. Avoided close contact with individuals when dropping off rental vehicle
4. Washed hands or used hand sanitizer upon completion of transaction before entering personal vehicle
5. Upon arriving at the final destination, followed CDC guidelines for sanitizing self and home/residence/hotel
6. Spoke with supervisor after arriving at NAVAIR, \_\_\_\_\_, who conducted a screening via phone, which included the details of stops and social distancing practices used during travel and who has verified I have maintained social distancing and hygiene practices during travel.



## SECTION 5 – Space Reconfiguration

Physical distancing and space optimization have proven to be some of the best strategies to reduce the risk of infection in the workplace. Reconfiguring NAVAIR's workspaces to allow for more physical distancing, while optimizing the available space, will occur in phases.

In the "Initial Relaxing from Maximum Distributive Work/Telework" stage, NAVAIR will make several changes to its facilities to support the health and welfare of the on-site workforce. The length of time that these measures will be in place may vary, depending on the specific circumstances of the facility. Changes may include:

- Closing communal gathering areas, such as cafeterias, kitchens and building atriums
- Requiring swipe access for entry instead of manning an entry point
- Placing signs and floor markings to indicate one-way foot traffic flow
- Installing barriers, Plexiglas or other protections to prevent virus transmission and allow for physical distancing
- Adjusting heating, ventilation and air conditioning systems to ensure the flow of adequate fresh air
- Restricting the number of personnel allowed in elevators at one time to four — employees with limited mobility have priority
- Disinfecting frequently touched surfaces in all common areas: doorknobs, handles, light switches, handrails, countertops, vending machines, kitchen appliances and elevators
- Requiring cloth face coverings and providing general cleaning supplies and disinfectants, such as pumps, wipes, sprays and dispensers, throughout NAVAIR facilities
- Implementing health screening protocols, where applicable, at access control points

Each additional phase may bring additional changes based on new information and lessons learned.

For frequently asked questions, visit

<https://myteam.navair.navy.mil/corpapps/NAVAIRComm/COVid-19/Pages/Reset.aspx>



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- EEOC's Return to Work guidance for vulnerable personnel: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- NAVADMIN 155/20: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2020/NAV20155.txt>
- NAVADMIN 168/20: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2020/NAV20168.txt>



## Enclosure 1 – NAVAIR COVID-19 Screening Questionnaire



### COVID-19 SCREENING QUESTIONNAIRE

1. **IN THE PAST 24 HOURS**, have you had any of the following symptoms? YES NO
  - a. Fever
  - b. Cough (not due to allergies)
  - c. Sore Throat
  - d. Shortness of Breath
  - e. Loss of smell or taste

If **"YES," LEAVE/DO NOT ENTER the workplace.** Civilians inform supervisor, Contractors inform employer, Military inform chain of command, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance. **ENTRY DENIED**
2. Have you **TRAVELED INTERNATIONALLY** in the past 14 days? YES NO

If **"YES," LEAVE/DO NOT ENTER the workplace.** Military: Complete 14 days of ROM. **ENTRY DENIED**  
Civilians/Contractors: **DO NOT ENTER** workplace for 14 days and inform supervisor/employer. Follow CDC Guidance. **ENTRY DENIED**
3. Have you **TRAVELED DOMESTICALLY (U.S.)** outside of your authorized local radius in the past 14 days? YES NO

If **"YES," LEAVE/DO NOT ENTER the workplace.** Civilian/Contractor/Military: **DO NOT ENTER** workplace and contact supervisor/employer for additional guidance. Refer to Navy Marine Corps Public Health Center assessment of state/county specific risk (CAC required).
4. Have you had **CLOSE PERSONAL CONTACT**, with anyone who has been diagnosed with COVID-19 in the past 14 days? (per criteria below) YES NO
  - a. Within 6 feet for prolonged period of time
  - b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.)

If **"YES," LEAVE/DO NOT ENTER the workplace.** Put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival) for quarantine determination. **ENTRY DENIED**
5. **TEMPERATURE CHECK** (due to close proximity, screeners should wear cloth face covering or other mask as available):
  - a. If temperature is less than 100°F (37.8°C), allow access. Screening is complete.
  - b. If temperature is equal to or higher than 100°F (37.8°C), **LEAVE/DO NOT ENTER workplace**, Civilians inform supervisor, Contractors inform employer, Military inform chain of command, put a clean mask on when one is available and contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance. **ENTRY DENIED**

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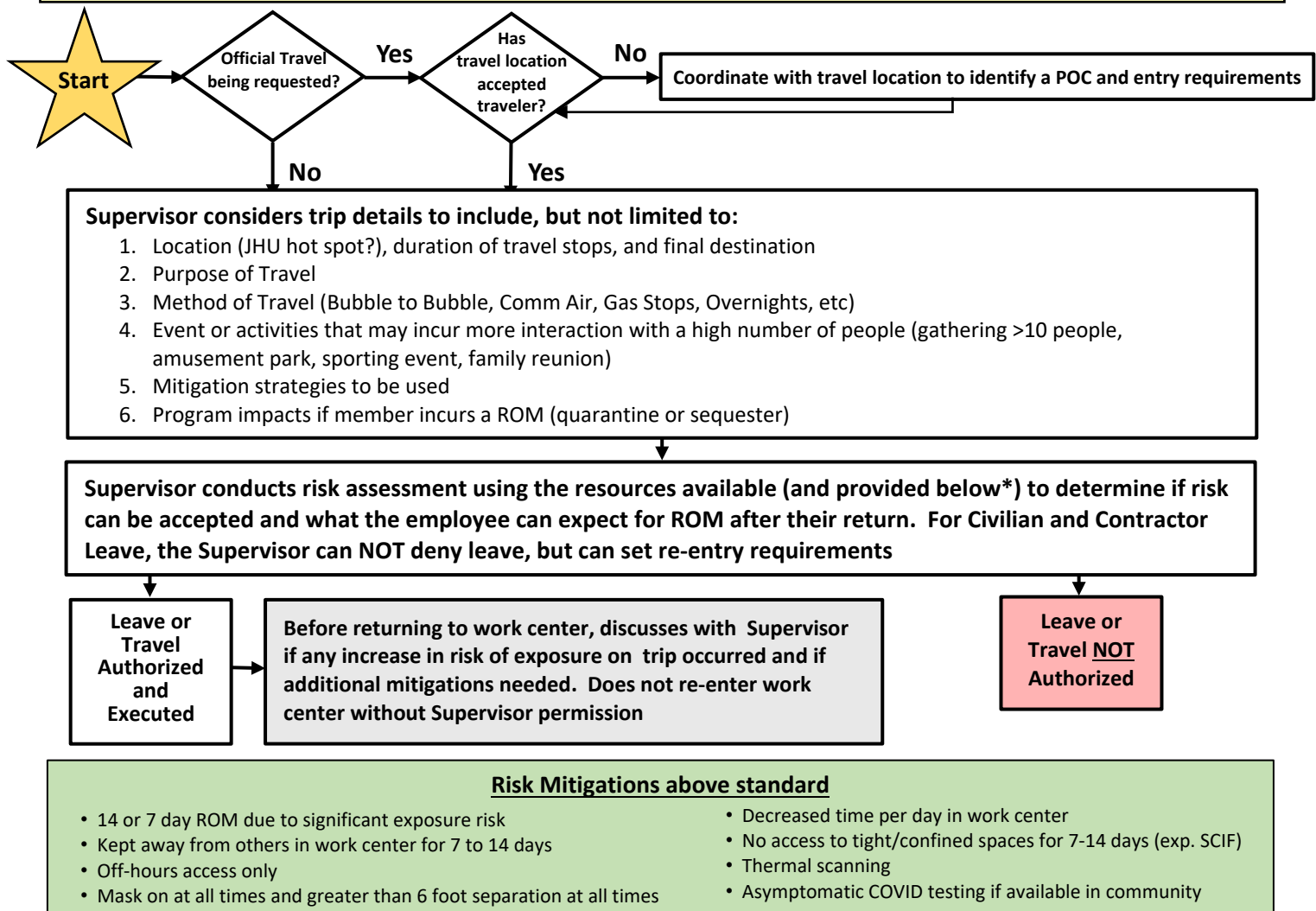
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## Enclosure 2 – NAVAIR Risk Assessment and Mitigation Framework for Work Center Entry Flow Chart

Government Civilians, Contractors, and Military need to continuously assess their COVID exposure risk and work with their supervisors to determine if additional risk mitigations are needed to protect the work center from a COVID outbreak among co-workers. Not only when going on or returning from official travel or leave, but also based on daily interaction in the local community. COVID is here in the NAVAIR Community. Constant vigilance by all individuals will be required to minimize its impact on the health and safety of the workforce as well as the missions entrusted to us to complete.

For each official travel or out of area leave request, Supervisors will be expected to do **DELIBERATE ORM**: risk assessment, risk mitigations, benefits, and determine if risk can be accepted for each unique situation and each unique mission/benefit. Civilian leave can NOT be denied, but the Supervisor can help the individual understand what their leave may entail when they return and request to re-enter the work center.



## \*Resources:

- John Hopkins University COVID-19 US Case Rate by County: <https://coronavirus.jhu.edu/us-map>
- CDC COVID-19 on Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

- CDC Risk assessment-NAVAIR modified
- Workspace Entry Screening